Revised 2-26-01 replaces 3-02-99 version. Revised 10/06/04 (dd)

Process	*3rd Party Payments*
Process Number	*AP-067*

Description of Process

This process is designed to provide the user with a method of linking valid employees to 3rd party payments. The Recipient (employee) must be established on the PeopleSoft vendor file prior to entering the 3rd party payment.

Input to Process

Regular, Express, Adjustment Voucher

Output of Process

Postable Voucher

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Regular, Express, Adjustment Voucher
Reports	APXXX0402 Daily Input Report
	APXXX0419 Travel Expense Report
Inquire	Voucher
	Voucher Detailed Charges
	Voucher Accounting Entries
	Payment Information
	Budget Exceptions
Process	Budget Update Request
	Voucher Posting Request
	Payment Posting
	Journal Generation

Process Description	Responsibility (Agency/Centralized)
Step 1: **Receive Required Documentation** In accordance with Agency procedures, ensure that all required documentation has been received.	
Step 2: **Verify Validity of Vendor and Recipient** The recipient must be established as a vendor and must be an active employee in the HR system before being entered on a voucher.	
Step 3: **Determine Voucher to be Used** The processing of 3rd Party Payments can be accomplished via a Regular, Express or Adjustment Voucher. See Process Definitions for each to determine which is best for the given business situation.	
Step 4: **Enter 3rd Party Payment Information** On the Line Information & Charges panel of the voucher selected, identify the entry that is for a 3rd party transaction by clicking on the 3rd Party Payment check box and entering applicable employee's vendor id in the Recipient field, then tab from field for employee name to be displayed. A separate voucher line <u>must</u> exist for each recipient.	
Step 5: **3rd Party Voucher Correction** After a voucher is posted, the 3rd Party checkbox will not be available to select. An Adjustment voucher is required to add or change a Recipient against the original voucher entered. Where the vendor is on the Voucher Header, the Gross Amount is $0, and the first voucher line is a negative amount applicable to the vendor; a separate voucher line is then inserted for each recipient needing to be added with a positive applicable to each. The 0AP0026_TRVL_VCHR_WITHOUT_RECP query can be used to identify travel vouchers that have been entered without a Recipient. The AP News #84 will provides detail information regarding correcting a voucher entered without a recipient. The AP News #121 provides information regarding 3rd Party Payments and PO Vouchers.	

Forms Used with Process

None

Process Flow Diagram (if appropriate):

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid/Mindy Byram	DOAS Project Lead			2-26-01
D.D. Cooper	Design Analyst			2-26-01
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